

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

REQUEST FOR PROPOSALS

FOR

**EVIDENCE – BASED SCHOOL LINKED
PREVENTION SERVICES**

Kimberly S. Ricketts, Acting Commissioner

July 3, 2008

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
222 South Warren Street
P.O. Box 729
Trenton, New Jersey 08625-0729

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division of Prevention and Community Partnerships announces the availability of \$2 million in Grants in Aid funding for the purpose of supporting school-linked violence prevention services targeted for elementary school aged children, including children enrolled in Pre-Kindergarten and Kindergarten, and their families in at least five schools within one of the State's high crime communities.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed toward their safety, protection, permanency and well-being.

DCF currently funds School Based Youth Services (SBYS) programs on 67 high school and 18 middle school campuses. These evidence-based programs offer core services such as: behavioral and mental health services, access to primary and preventative health care, healthy youth development activities and events, prevention information around issues such as substance abuse, violence and adolescent pregnancy, employment and job preparation and referrals to community based providers.

This program seeks to expand the DCF outreach to children in elementary schools, beginning with Pre-K and Kindergarten programs, and to focus that outreach on improving outcomes for children. Only programs with a strong, scientifically-supported evidence base demonstrating improved outcomes for child and family functioning will be funded. Since research has shown that early intervention is a key strategy to effective prevention, this enhanced focus on younger children offers the opportunity to pilot model programs in New Jersey which have demonstrated improved childhood well-being,

decreased childhood stress and anxiety, improved overall family functioning and improved educational experiences and outcomes for children.

Proposals submitted for this \$2 million funding must target serving children and families in at least five elementary schools in at least one designated high-crime city throughout the state. Because children spend the bulk of their day on school campuses interacting with teachers and other para-professional staff, schools are the likely venue for such an initiative.

C. Services to be Funded:

The grantee for this program is expected to provide, initiate and/or coordinate an array of services. Emphasis should be on the implementation of nationally recognized, evidence-based models of family engagement and child development that prevent crime and/or gang involvement including but not limited to the development of conflict resolution skills, cultural sensitivity, and the inculcation of negative aspects of gang involvement. Successful applicants will demonstrate an evidence-based track record of working effectively with children and families in school-based settings to:

- achieve significant improvements in the family environment, including lower rates of harsh discipline, greater consistency in discipline, more stimulation for learning, more responsive parenting, with effects persisting at least one year after the end of the intervention;
- achieve significantly more parent involvement in children's education (as reported by teachers);
- achieve significantly lower rates of physical aggression at home and at school in Pre-K and in Kindergarten, lasting at least one year after the end of intervention;
- by targeting younger siblings of youth involved in the juvenile justice system, achieve intervention effects on children's stress response.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

D. Funding Information:

For the purpose of this initiative, the Department will make available \$2 million in fiscal year 2009 Grants in Aid funding. Continuation funding is contingent on the availability of State funds.

The funding period for this program is November 1, 2008 through June 30, 2009.

Matching funds are not required.

Operational start-up costs are permitted in the first year operating budget, but will not be carried forward in any future years.

Proposals that demonstrate the leveraging of other financial resources are encouraged.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and, if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must have the ability to achieve full operational census within 6 months of contract execution. Further, where appropriate, applicants must execute sub-contracts with partnering entities within 120 days of contract execution.
9. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action Policy.
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the Contract Policy and Information Manual (N.J.A.C. 10:3) may apply.

F. Application Forms:

The following application documents are either required or contain important information and may be obtained through the DCF website at www.nj.gov/dcf or by email request to DCFASKRFP@dcf.state.nj.us:

1. Bidders Frequently Asked Questions
2. Proposal Cover Sheet
3. Capital Funding Application Cover Sheet
4. General and Administrative Costs description
5. DCF Standard Language Document for Social Service Contracts
6. Annex B Excel Forms and Tutorial
7. Contractor Certification and Disclosure of Political Contributions*
8. Ownership Disclosure Form*
9. Addendum to Individual Provider Contracts (Executive Order 189)
10. Statement of Assurances
11. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

* These forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html>. (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

G. RFP Schedule:

July 3, 2008	Notice of Availability of Funds/RFP publication
July 3-14, 2008	Question/Answer Period
July 18, 2008	Questions/Answers Posted on the DCF website
August 4, 2008	Deadline for Receipt of Proposals
September 3, 2008	Notification/Award Announcement
October 1, 2008	Deadline for Appeals

All proposals must be received by 12:00 PM on or before August 4, 2008. Proposals received after 12:00 PM on August 4, 2008 will **not** be considered for an award. Applicants should submit one (1) signed original and 7 copies of the proposal, including a signed cover letter of transmittal as indicated below. Faxed or emailed proposals will not be accepted. Applicants will not be notified that their package has been received.

**In Person Delivery/Commercial US Postal Office Delivery:
Carriers:**

Valery Bailey, Director
Office of Contract Administration
Department of Children and Families
50 East State Street/ Seventh Floor
P.O. Box 717
Trenton, New Jersey 08625-0717

Valery Bailey, Director
Office of Contract Administration
Department of Children and Families
50 East State Street/ Seventh Floor
P.O. Box 717
Trenton, New Jersey 08625-0717

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff will screen proposals for eligibility and conformity with the specifications set forth in this RFP. An initial screening will be conducted to determine whether the application is eligible for review or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary review process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal.

2. Proposal Review Process

The DCF will convene a Proposal Evaluation Committee consisting of its staff to review each application in accordance with the established criteria outlined in Section II of this document. All reviewers will complete a conflict of interest form. Those staff with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The

Evaluation Committee will score proposals and make recommendations for funding in the priority order of the applicant scores.

The Department reserves the right to conduct a site review and/or request that applicants present their proposal in person for final scoring. Applicants are advised that awards may be made conditional upon agreement to incorporate any changes that may be recommended by the Evaluation Committee or the Department. All requested changes and the implementation date(s) will be communicated to prospective awardees.

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

I. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to Valery Bailey, Director of Contract Administration, Accounting and Procurement, no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

J. Post-Award Review:

As a courtesy, DCF will offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. For the purposes of this RFP, all Post-Award Reviews will be conducted by appointment only between the dates of October 2, 2008 and October 30, 2008. To schedule an appointment, contact Kathy Enerlich by e-mail at Kathy.Enerlich@dcf.state.nj.us.

K. Post Award Requirements:

Grant Awardees will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review the manuals via the Internet at www.nj.gov/dcf.

Grant awardees will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, if appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Current Pension Form 5500
- Copy of the agency's annual report to the Secretary of State
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (if not previously submitted)

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the application should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 15 page limitation for the narrative portion of the grant application. A point reduction will be administered to proposals exceeding the total number of pages of the

narrative portion. The narrative must be organized appropriately and address the key concepts. Items included in the transmittal cover letter, budget pages, and attachments do not count towards the narrative page limit. Each proposal must contain the following items organized by heading:

1) Applicant Organization (10 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or the Department of Human Services.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the Department's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

2) Need Justification (5 Points)

Provide documentation describing the local need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population; specify which school district is proposed for the program and why;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem and the unmet needs of the target population

3) Program Approach

(50 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population, including:

- A description of the agency's demonstrated capacity to achieve the outcomes described above in Section C – Services to be Provided. Detail the evidence in support of the outcomes described, and attach literature reviews in support of the described outcomes. Describe the services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided; and
- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period.

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Attach, in the Appendices section of the application, an organizational chart for the proposed program operation; job descriptions that include all educational and experiential requirements; salary ranges; and resumes of any existing staff who will perform the proposed services.

Describe the management and supervision methods that will be utilized.

Provide a feasible timeline for implementing the proposed services. Attach a separate Program Implementation Schedule.

Describe how the proposed program will meet the needs of various and diverse cultures within the target community based on the Law Against Discrimination (N.J.S.A. 10:15 et seq.).

4) Outcome Evaluation (15 Points)

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services.

5) Budget (15 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should also reflect a 12 month operating schedule and must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses or "other" items.

The grantee is expected to adhere to all applicable State cost principles.

Standard DCF budget forms, instructions and a description of General and Administrative Costs are available at www.nj.gov/dcf.

B. Supporting Documents:

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent. All applications/proposals submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Table of Contents
3. Proposal Narrative

Part II: Appendices

1. Job descriptions of key personnel, resumes and current salary ranges
2. Current and proposed agency organizational charts and staffing patterns

3. Current/dated list of agency Board of Directors and their terms of office
4. Copy of agency code of ethics and/or conflict of interest policy
5. Letters of Commitment/Affiliation Agreements
6. Statement of Assurances*
7. Certification regarding Debarment*
8. Contractor Certification and Disclosure Forms in accordance with PL 2005, Chapter 51, together with a completed Ownership Disclosure form**
9. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
10. Proposed Program Implementation Schedule
11. Copies of all applicable licenses

* Standard forms are available at www.nj.gov/dcf.

**Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html>. (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

C. Requests for Information and Clarification

Question and Answer Period:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period.

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us. All Inquiries submitted to this e-mail address must identify, in the Subject heading, the specific RFP for which clarification is being sought.

Questions and inquiries relating to this RFP will be received on the following dates: **July 3, 2008 through July 14, 2008.**

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

- All other types of inquiries will not be accepted. Applicants may not otherwise contact the Department directly, in person, or by telephone, concerning this RFP.
- Inquiries will not be accepted after the closing date of the Question and Answer Period.
- Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.